



# **STEERING COMMITTEE CHARTER**

## **Maui County Hazard Mitigation Plan Update**

### **PURPOSE OF THE STEERING COMMITTEE**

The name of this organization shall be the Maui County Hazard Mitigation Plan Steering Committee, hereafter referred to as the Steering Committee (SC). The purpose of the SC shall be to:

- Provide guidance and leadership, oversee the planning process, and act as the point of contact for local governments and the various groups interested in this planning effort.
- Solicit a wide range of input into the planning process and advocate for public involvement.
- Educate all participants in hazard mitigation planning.

Members of the SC were selected to represent a cross-section of views and interests within the planning area. Through this inclusion of diverse interests, the SC hopes to enhance the robustness of the planning effort and to build support for hazard mitigation activities across stakeholder groups. A successful planning effort will result in the adoption and approval of a HMP that sets the stage for reducing adverse impacts of natural hazards within the County through activities and strategies embraced by both elected officials and their constituents.

### **CHAIRPERSON AND VICE CHAIRPERSON**

Bob Collum has been selected as the chairperson and Sharon Mielbrecht has been selected as the vice chairperson of the SC. The role of the chairperson is to call meetings to order, adjourn meetings, and assist the consultant with meeting facilitation as needed.

The role of the vice chairperson is to assume the duties of the chair when the chair is not able to attend a meeting or forum.

### **QUORUM**

A quorum for the SC will be nine members. When less than nine members are present at a meeting, items listed on the agenda may still be reviewed and discussed; however, any committee action as to those items will be postponed until a quorum is present. SC members will be considered present if they attend the meeting in-person or via teleconference.

### **ALTERNATES**

Committee members were selected for the SC based on their specific backgrounds and perspectives on matters related to hazard mitigation. Regular attendance by members is needed to understand the issues presented, identify and reflect on various stakeholder perspectives, and reach agreements on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternates may be designated for each SC member. An alternate attending on behalf of a SC member shall have

the same rights and responsibilities as the SC member during that meeting. Alternates will be included on all SC emails and should stay informed of the business of the SC.

## **DECISION-MAKING**

The SC will strive for consensus in its decision-making process. If consensus cannot be reached as to a particular item or issue, the SC's decision will be determined by a majority vote of the Committee members in attendance at the meeting, and the meeting minutes will reflect the number of votes in favor, opposed and in abstention.

## **RECOMMENDATIONS**

The Committee's recommendations will be recorded in the meeting summaries and reflected in the HMP as appropriate. The Committee may also be asked to assist in public presentations of the Plan and its recommendations.

## **PLANNING TEAM**

The Planning Team for this project includes appropriate personnel from Maui County Civil Defense along with contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities. In addition, the Planning Team will develop and organize the content of the Maui Hazard Mitigation Plan. This content will be reviewed and approved by the Steering Committee before being posted to the public website.

Anna Foust, Emergency Management Officer (808-270-7285), will be the designated spokesperson for this planning effort.

## **MEETING DATES**

Meetings generally will be conducted on the 1<sup>st</sup> Friday of each month from 10:00 AM to 11:30 AM at the Maui County Emergency Operations Center or via conference call. Meetings will be open to the public and advertised as such.

## **ATTENDANCE**

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform the planning team before the meeting is conducted. If a primary member and his or her alternate miss two consecutive meetings or three cumulative meetings over the course of the planning process, the member will be relieved of his or her membership on the SC. If a member of the SC needs to resign from the Committee, the designated alternate will be asked to take his or her place on the SC. The new primary member may then designate an alternate.

## **PUBLIC INVOLVEMENT**

All Steering Committee meetings will be open to the public. Members of the public wishing to address the SC at a meeting may do so based on the following protocol:

- Requests to be heard must be made to the chairperson of the Steering Committee by submitting a completed speaker request form to the chairperson before the meeting is called to order. Speaker request forms shall ask for the following information :
  - Agenda item
  - If the person is in favor/opposed to the agenda item (if applicable)
  - Person's name
  - Person's telephone number (optional)
  - Person's address (optional)
  - Name of organization (if applicable)
  - A brief summary of the person's position on the matter (optional).
- Each member of the public will be granted sufficient time, based on the chairperson's discretion, to address their topics of concern. In order to obtain necessary information Steering Committee members may, in return, question the member of the public.
- All comments must have relevance to the Hazard Mitigation Plan and the planning area. Relevance will be determined by the chairperson.

A member of the public may request clarification from the SC by raising his or her hand during the normal course of the meeting; however, permission to speak will be granted at the discretion of the chairperson.

The SC will strive to post meeting agendas on the County of Maui website 72 hours prior to all scheduled meetings.

## **COURTESY**

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

## STEERING COMMITTEE MEMBERSHIP

Jurisdiction/Agency	Name	Title
Maui County Civil Defense		
Primary Member	Bob Collum (Chairperson)	Civil Defense Staff Specialist
Alternate Member	Anna Foust (Spokesperson)	Emergency Management Officer
Pacific Disaster Center		
Primary Member	Sharon Mielbrecht (Vice Chairperson)	Hazard Mitigation Specialist
Alternate Member	Andrea Chatman	Disaster Management Applications Analyst
Maui County Planning Department – Current Planning Division		
Primary Member	Jim Buika	Coastal Resource Manager
Alternate Member	Jeff Dack	Current Planning Division Supervisor
Maui County Public Works, Development Services Administration		
Primary Member	Jarvis Chun	Supervisor, Building Plans Review Section
Alternate Member	N/A	N/A
Maui County Planning Department – Zoning Administration and Enforcement Division		
Primary Member	Carolyn Cortez	Floodplain Manager
Alternate Member	Paul Critchlow	Senior Planner
Maui County Public Works		
Primary Member	Rowena Dagdag-Andaya	Deputy Director
Alternate Member	Brian Hashiro	Highways Division Chief of Field of Operations
Hawaii State Department of Education		
Primary Member	Bruce Moore	ASA/Lahainaluna
Alternate Member	Kevin Drake	Complex Area Business Manager
Maui County GIS		
Primary Member	Rebecca King	GIS Analyst
Alternate Member	Walle Landenberger	GIS Analyst
Maui Visitor Bureau		
Primary Member	Janet Kuwahara	Director of Visitor Aloha Society of Hawaii
Alternate Member	Terryl VencI	Executive Director
American Red Cross		
Primary Member	Michele Liberty	Maui County Director
Alternate Member	Paul Wickman	Please provide
Molokai Representative		
Primary Member	Sybil Lopez	Resident/Planner
Alternate Member	N/A	N/A
Maui Electric Company		
Primary Member	Mahina Martin	Director, Government and Community Relations
Alternate Member	N/A	N/A
Alliance of Maui Community Associations		
Primary Member	Dick Mayer	Facilitator
Alternate Member	N/A	N/A

Jurisdiction/Agency	Name	Title
Maui County Department of Environmental Management		
Primary Member	Mike Miyamoto	Deputy Director
Alternate Member	Kyle Ginoza	Director
University of Hawaii Sea Grant College Program – Coastal Zone Management		
Primary Member	Tara Owens	Coastal Processes and Hazards Specialist
Alternate Member	Dennis Hwang, JD	Coastal Hazard Mitigation Specialist
Maui County Planning Department – Long Range Planning Division		
Primary Member	Pam Pogue	Planning Program Administrator
Alternate Member	Jennifer Maydan	Planner